

Municipality/Organization: Town of Hollis

EPA NPDES Permit Number: NHR041011

MassDEP Transmittal Number: N/A

**Annual Report Number
& Reporting Period: No. 15: May 1, 2017-April 30, 2018**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

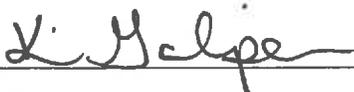
Contact Person: Kim Galipeau **Title:** Town Administrator

Telephone #: 603-465-2209 **Email:** administration@hollisnh.org

Mailing Address: 7 Monument Square, Hollis, NH 03049

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: 

Printed Name: Kim Galipeau

Title: Town Administrator

Date: 4/19/18

Part II. Self-Assessment

During Permit Year 15, the Town of Hollis continued implementation of its Phase II program. The Town of Hollis has completed the required self-assessment and has determined that the community is in compliance with the MS4 permit requirements. The following topics were evaluated for the completeness in this report:

1. Compliance with the Phase II Permit Conditions;
2. Appropriateness of the Selected BMPs;
3. Progress Towards Achieving the Program's Measurable Goals;
4. Results of Any Information that has been Collected and Analyzed;
5. Activities for the Next Reporting Cycle; and
6. Changes in Identified BMPs or Measurable Goals.

Hollis continued its education and outreach efforts by providing a variety of written and visual resource materials to educate and inform the public regarding stormwater issues. This included brochures, newsletters, video presentations, displays at public events, and a new educational float at the transfer station. Residents were given the opportunity to participate in the annual roadside cleanup event held during the spring of 2017 and Old Home Day during the fall of 2017. Hollis partners with the Nashua Regional Planning Commission (NRPC) to allow residents the opportunity to dispose of household hazardous waste (HHW) at events throughout the year. Seven events were held throughout the spring, summer and fall of this permitting year, with an additional six scheduled to occur during the next permitting year.

Hollis implemented an illicit discharge detection and elimination (IDDE) regulation in December 2009 that prohibits non-stormwater discharges to the Town's MS4. During previous years, Hollis mapped stormwater structures within the Town's urbanized area, including 15 outfalls. All regulated outfalls were screened for illicit discharges, and none were found. All mapping and follow-up actions are tracked in a database by DPW employees.

As part of construction and post-construction stormwater control, the Town reviews all projects for compliance with local and state regulations. Hollis hires an outside inspector to monitor construction activities throughout the town. Hollis also adopted amendments to its Zoning Ordinances in December 2009 to require the use of erosion and sediment controls at construction sites. Amendments also require developers to manage stormwater in compliance with the NH Stormwater Management and Erosion and Sediment Control Handbook, and the NHDES Alteration of Terrain Regulations. The Town requires all commercial and industrial sites to prepare and submit a Drainage Maintenance Plan to ensure stormwater BMP maintenance.

Hollis routinely cleans all catch basins at least once per year. Hollis has eliminated sand applications on certain town roads and has prioritized its street sweeping program to annually sweep sanded and heavily traveled roads. Parking lots at public facilities are also swept once a year. Finally, all staff responsible for implementing the Town's Stormwater Management Program (SWMP) are provided annual refresher training on topics such as proper MS4 maintenance, identification and removal of illicit discharges, and proper management of municipal facilities and vehicles. Training also covers proper storage and handling of oil products and hazardous waste as well as Stormwater Pollution Prevention Plans.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
I.A	Provide education and outreach material to the public.	Stormwater Management Committee (SMC)	Provide pamphlets to be distributed at Town Hall on various water quality issues Publish quarterly newsletter Utilize public access channel, newspapers and public events and publications for announcements and information disbursement	The Town provides public outreach materials at the Town Hall. Brochures and information address topics such as septic system maintenance, proper disposal of hazardous materials, proper disposal of pet waste, etc. Continued posting stormwater information on the Town’s website, including information on pollution prevention and links to EPA’s website. Advertisements for Town meetings were also broadcast in advance to encourage resident participation.	Continue to make public information available at the Town Hall and via the website. Continue televising information via the public access channel. Provide stormwater information to new residents along with their transfer station welcome packet. Review opportunities for additional brochures and flyers in conjunction with BMP 1D with specific audience targets as required under the new permit. For example, provide a flyer on pet waste pickup through the Town Clerk when registering dogs and another flyer provided through various permitting agencies to educate developers on the use of erosion and sediment controls during construction in conjunction with BMP 1A. Expand the Town website with targeted audience messages to address requirements of the new permit once it becomes effective.
Revised			Provide stormwater information to all Hollis residents		
I.B	Training on stormwater for all Town of Hollis Municipal Employees	Department of Public Works and Stormwater Management Committee	Train and advise municipal staff with regard to NPDES requirements	The Public Works Director provided informal refresher training to DPW staff as outlined under BMP 6.G.	Continue to provide annual training to staff to reinforce stormwater awareness and promote implementing good housekeeping practices. Include training on IDDE in conjunction with Minimum Measure 3 requirements once the new permit becomes effective in conjunction with BMP 6.G.
Revised	Provide stormwater training as appropriate to municipal employees		Provide annual training to employees responsible for stormwater		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
1.C	Develop educational material for Hollis School District	Stormwater Management Committee Nashua Regional Planning Commission	Prepare educational material for local schools describing effective stormwater management	The Stormwater Curriculum ("When it Rains, it Drains") was completed in Permit Year 8 and distributed to 7 th and 8 th grade teachers at Hollis Brookline Middle School. Due to time constraints, the curriculum was not implemented this year.	Implement the stormwater curriculum program and evaluate ways to expand under the new permit. A future outreach project on stormwater may also be completed at the school, involving runoff from a greenhouse and shed.
Revised	Develop educational program for Hollis School District				

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
2.A	Invite public to learn about and participate in local stormwater management activities	Stormwater Management Committee	Public notification <ul style="list-style-type: none"> • Cable • Newspaper • Municipal website 	The Conservation Commission and DPW Department displayed informational booths at the Old Home Days festival held on September 15-16, 2017 and attended by approximately 2,000 residents. During the event, a stormwater model made from recycled materials was used to illustrate how stormwater and pollution sources interconnect with waterways.	Continue to provide the public with opportunities to learn about stormwater and participate in roadside cleanups. Continue to work with local organizations such as the Flints Pond Improvement Association and the Nashua Regional Planning Commission to increase public involvement and participation in stormwater related activities. Continue participating in the Old Home Days, currently scheduled for September 14 th and 15 th , 2018. Continue to make educational displays available at Town-owned locations, such as the transfer station.
Revised			Host at least one annual Old Home Day and Roadside Cleanup event	Additionally, an educational float advertising “When it Rains, it Drains” was constructed and displayed at the transfer station to educate residents on the impacts of stormwater drainage to the environment. The Flint Pond Improvement Association also works with the Town to provide public outreach pertaining to the Pond twice a year at the transfer station and once a year at Old Home Days. The Annual Roadside Cleanup event was held on the weekend of May 5, 2018, where approximately 40 volunteers removed debris from Hollis roadways.	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
2.B	Hold public forum to discuss compliance to the new permit (once it is adopted)	Board of Selectmen Stormwater Management Committee	Public Hearings <ul style="list-style-type: none"> • Conservation • Planning Board • Selectmen • Stormwater Management Committee 	Staff from public works, the Town Administrator, and the town’s consultant met on February 8 and April 12, 2018 to discuss the draft Notice of Intent (NOI), new permit requirements, and annual report due under the 2003 permit. Additionally, various town departments met internally to discuss stormwater-related issues, as well as with outside organizations as necessary as outlined under BMP	Public forums are expected to continue throughout the next permit year.
Revised	Hold public forum to discuss NPDES permit compliance				
2.C	Hold Stormwater Management Committee Public Meetings	Stormwater Management Committee	Convene public meetings to discuss local stormwater management efforts	Members of the SWC met multiple times at a regional level with the Nashua Regional Planning Commission (NRPC) for informational sessions on the MS4 permit and training. Additionally, various town departments met internally as well as with the Town’s consultant to discuss stormwater-related issues, as well as with outside organizations as necessary.	The Stormwater Committee will continue to meet throughout the next permit year.
Revised			Hold at least one SMC public meeting per year		

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
3.A	Map outfalls and discharges in permit coverage area.	Department of Public Works	The drainage system located in permit area has been mapped.	The Town has developed a map of the drainage structures located in Hollis. A total of 15 outfalls are located within the regulated area, all of which have been screened for dry weather discharges as outlined in BMP 3.B. The Town has also GPS located and mapped a total of 563 catch basins throughout the town. No new structures were mapped in Permit Year 15.	Begin to update the locations of new stormwater infrastructure within the expanded urbanized area as required by the new permit. Work with a consultant or regional planning agency to update the map with newly installed or located outfalls, catch basins, or other structures as necessary in conjunction with BMP 6.C and 6.D.
Revised	Map outfalls and drainage structures in the permit coverage area.		Map all outfalls within the Town’s urbanized area		
3.B	Locate and map additional illicit discharges in permit coverage area.	Stormwater Management Committee Department of Public Works	Inspect water bodies located in the permit area to check for illicit discharges.	A member of the SMC evaluated all 15 outfalls within the regulated area for dry weather flows during previous permitting years. All outfalls were either dry or had flows traced to natural sources. Over the years, several questionable discharges have been traced to natural sources, such as uncontaminated groundwater. No illicit discharges have been found to date.	Continue to monitor for new dry weather flows or other illicit discharge indicators during routine inspection and maintenance operations. Evaluate any suspect outfalls and/or flows. Outfall screening procedures and parameters are specified under the new permit and will be incorporated into a written Illicit Discharge Detection, and Elimination (IDDE) Plan once it becomes effective.
Revised	Evaluate outfalls for illicit discharges		Inspect outfalls for potential illicit discharges		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
3.C	Analysis and reduction of TMDL levels.	Stormwater Management Committee	Identify impaired water bodies located within Permit Area. Promote enhanced stormwater treatment in areas draining to impaired water bodies.	A Phosphorus TMDL has been finalized for Flints Pond. Town departments and boards have been informed of this and advised to seek enhanced stormwater treatment for phosphorus on all future development within the watershed of this resource area. Compliance is ongoing through various Town agencies, primarily the Planning Board and Conservation Commission. The Town also cooperates with the Flint Pond Improvement Association, whose members participate in the Volunteer Lake Assessment Program by performing periodic monitoring to help assess water quality within the pond. The Flint Pond Improvement Association also performs outreach on the pond twice a year at the transfer station. Previous unrelated remediation efforts have helped to virtually eliminate the presence of invasive Milfoil within the pond.	The Town will continue to monitor the quality and designation of local resource areas working in conjunction with the Flints Pond Improvement Association. Should additional TMDLs be prepared, they will be addressed at a later date. Cooperation will continue with local watershed groups, such as the Nashua River Watershed Association. The Town will continue to promote the implementation of enhanced stormwater management practices, particularly in areas draining to impaired waterbodies. It is anticipated that additional implementation measures will be taken under the new permit during later years (i.e. Year 4 and beyond).
Revised			Improve water quality in waterbodies with a TMDL through implementation of improved stormwater treatment and management methods		
3.D	Illicit Discharge Detection and Elimination Regulation	Board of Selectmen	Implement and enforce Town-wide IDDE Regulation	Hollis adopted an IDDE Regulation in December 2009 prohibiting non-stormwater discharges to the Town's MS4. The regulation is in effect and currently being enforced.	Continue to enforce the current IDDE regulation approved during Permit Year 7. Once the new permit becomes effective, the IDDE Regulation will need to be evaluated for compliance and updated as necessary.
Revised					

3a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
3.E	Participate in a HHW disposal event	Stormwater Management Committee Board of Selectmen	Participate in at least one annual HHW disposal event and track participation	The Town of Hollis partnered with the Nashua Regional Planning Commission to allow residents the opportunity to dispose of household hazardous wastes at collection events. Typical materials include oil, oil-based paint, pesticides, and other types of chemicals. Costs are low at \$10 per vehicle for disposal of up to 10 gallons of waste. 6 to 7 events are held each year throughout the spring, summer and fall, most recently occurring on May 6, June 1, August 1, August 26, October 7, November 4, 2017, and April 21, 2018. Dates are advertised on the public access channel, Town website and posted at the Town Hall. The Town of Hollis also attends HHW days to properly dispose of town-generated wastes.	Continue to partner with the NRPC to allow Hollis residents the opportunity to participate in HHW collection events. Upcoming events are currently scheduled for May 5, June 7, August 4, October 6, and November 3, 2018, and another to be held in April 2019.
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
4.A	Require stormwater design reviews for all development proposals, site plan proposals and conditional use permits located with the permit area and Townwide.	Planning Board, Conservation Commission, Zoning Board of Appeals, Building Department	Review local development proposals for compliance with local stormwater treatment and aquifer protection standards.	The Planning Board reviewed all site plan projects and subdivision proposals to ensure adequate stormwater design and completeness of erosion control plans. Where appropriate, additional conditions were adopted to protect local resource areas. Each proposal was inspected during this permit year as described under BMP 4.B and 5.A for compliance with stormwater regulations and to ensure that erosion control measures for the sites were effectively implemented.	Continue to review development projects for proper design under local and state regulations. Site plan review procedures will be incorporated into the written Stormwater Management Program (SWMP) Plan as required under the new permit in conjunction with BMP 4.B and 5.A.
Revised	Review projects for proper stormwater design		Review all applicable proposals for compliance with stormwater treatment standards		
4.B	Require increased payment for development and stormwater design in the permit coverage area.	Board of Selectmen	Require increased payment for development and stormwater design in the permit coverage area.	The Town of Hollis requires all developers to pay into a municipal escrow account for use by the Town to hire an inspector to monitor local construction activity. In part, the inspector is responsible for ensuring proper implementation of erosion controls and stormwater management. The inspector prepares reports to document findings at all sites. The Town's fee structure for residential building permits was updated in year 8 to ensure coverage of administrative costs. The Building Department also performs periodic follow-up inspections.	Continue to hire a construction site inspector funded by developer fees. Ensure proper implementation of stormwater controls, and increase inspector responsibilities as necessary. Amend the Town's fee structure as necessary to ensure adequate cost coverage for fees and inspections. Site inspection procedures will be incorporated into the written SWMP Plan as required under the new permit in conjunction with BMP 4.A and 5.A.
Revised	Perform site inspections at all development sites		Perform site inspections at projects sites as needed		

4a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
4.C	Establish a regulatory mechanism mandating the use of erosion and sediment controls	Board of Selectmen	Regulatory mechanism implemented by the end of the permit term	Hollis adopted amendments to its Zoning Ordinance in December 2009 to require the use of erosion and sediment controls at construction sites in compliance with the NH Stormwater Management and Erosion and Sediment Control Handbook, and NHDES Alteration of Terrain Regulations. As part of the ordinance, the Town requires preparation of Erosion Control and Drainage Management plans for all projects to specify proposed erosion control measures to be implemented. Developers must also submit a copy of their Stormwater Pollution Prevention Plan (SWPPP) to the Town if requested. The ordinance is in effect and currently being enforced.	Continue to enforce Zoning Ordinance requirements. Once the new permit becomes effective, the existing ordinance will need to be evaluated for compliance and updated as necessary.
Revised					
4.D	Establish procedures for receipt of information from the public	Board of Selectmen	Procedures to receive and follow-up on public complaints	The Building Department and Code Enforcement receives most of the public complaints, and forwards the complaint to the appropriate department. Most complaints concerning the MS4 are directed to the DPW, while the Health Department is responsible for calls concerning illicit discharges. All calls are documented and followed up as appropriate. Contact information is provided on the Town’s website as well as other localized avenues such as the public access channel.	Continue to receive and follow-up on any calls received from the community.
Revised					

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
5.A	Inspect and report on compliance of newly constructed stormwater best management practices in the permit coverage area.	Planning Board Engineering Consultant	Conduct site inspections to monitor the construction and maintenance of stormwater treatment features.	As outlined in BMP 4.B, the Town hires an outside inspector to perform periodic construction site inspections. Among other things, the inspector evaluates construction sites to ensure that the stormwater system and other BMPs are installed according to approved plans. All inspections are documented in a report and submitted to the Town.	Continue to employ an outside inspector to monitor all construction sites in Hollis. Continue to document all findings. Site inspection procedures will be incorporated into the written SWMP Plan as required under the new permit in conjunction with BMP 4.A. and 4.B.
Revised					

5a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
5.B	Establish a regulatory mechanism mandating proper handling of stormwater	Board of Selectmen	Establish a regulatory mechanism mandating the use of erosion and sediment controls	Hollis adopted amendments to its Zoning Ordinance in December 2009 to require all engineers and developers to manage stormwater in compliance with the NH Stormwater Management and Erosion and Sediment Control Handbook, and the NHDES Alteration of Terrain Regulations. Requirements include maintaining post development flows at pre-development levels and to infiltrate stormwater where feasible.	Continue to enforce Zoning Ordinance requirements. Once the new permit becomes effective, the existing ordinance will need to be evaluated for compliance and updated as necessary. It is expected that the existing ordinance will not meet the requirements under the new permit, and that updates will be made by Year 2 once the permit becomes effective.
Revised		Board of Selectmen Planning Board			
5.C	Require stormwater BMP maintenance at commercial and industrial sites	Planning Board	Establish a regulatory mechanism mandating the use of erosion and sediment controls	Hollis requires that all proposed commercial and industrial sites prepare and submit a drainage and maintenance plan to the Town for review. The plan in part outlines the type and frequency of proposed stormwater BMP maintenance to be undertaken.	Continue to require stormwater BMP maintenance. Explore ways to require maintenance at residentially-owned BMPs such as requiring HOAs to prepare a Maintenance Plan. Incorporate requirements into the regulatory mechanism as outlined under BMP 5.B.
Revised					

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
6.A	Continue catch basin cleaning program in permit coverage area.	Department of Public Works	Continue routine inspection and cleaning program of catch basins located in permit area. Expand Town-wide	The Hollis DPW continued conducting a yearly inspection and maintenance program for the drainage structures located in the permit area and throughout the Town. Catch basins with known problems or subject to heavy sediment accumulation were inspected more frequently. As part of this program, all known catch basins in town are cleaned annually by an outside contractor each fall. Approximately 563 catch basins were cleaned during Permit Year 15.	Continue Town-wide catch basin maintenance program. Continue to prioritize problem areas for more frequent follow-up. Begin review and preparation of a catch basin optimization plan as required for applicable areas under the new permit.
Revised			Clean all catch basins annually		
6.B	Continue street sweeping program in the permit coverage area.	Department of Public Works	Continue street sweeping program in the permit area. Expand Town-wide	Hollis hires an outside contractor to sweep streets. Sweeping is performed annually in the spring. Hollis eliminated sanding of some town roads and has focused its sweeping efforts to those roads that are sanded and busy roads. Additionally, large town-owned parking lots were also swept.	Continue street sweeping program. Continue to prioritize problem areas for more frequent sweeping. Begin review the need for a targeted sweeping plan for rural, uncurbed roadways for applicable areas under the new permit.
Revised			Sweep all streets annually		
6.C	Continue development of computerized database catalog and GIS mapping records of stormwater structures located within the permit coverage area.	Department of Public Works	Develop and maintain computer database of drainage system located within the permit area. Expand Town- wide	The DPW developed a computer database of the drainage structures with GPS coordinates located within the permit area during previous permitting years. Updates to reflect newly installed or located structures are ongoing each year, however no additions were required during Permit Year 15.	Continue to update and maintain the database as needed to reflect newly located or installed structures. Work with a consultant or regional planning agency to update maps as needed per the timeframe established under the new permit in conjunction with BMP 3.A and 6.D.
Revised			Develop and maintain drainage structure database		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
6.D	Continue inspecting and cataloging stormwater structures located in the permit coverage area	Department of Public Works	Inspect and record the drainage structures located in the permit area. Expand Town-wide.	As outlined in BMPs 3.A and 6.C, Hollis has developed a comprehensive drainage structure map and database, identifying the GPS locations of all outfalls, catch basins and other drainage structures within Town during previous permitting years. The database also inventories the status of any illicit discharge inspections as outlined under 3.B. As additional structures are located and/or installed, the map and database are updated as needed.	Continue to update the drainage database and map to include any newly located and/or installed drainage structures. Continue to document any illicit discharge inspections and follow-up actions. Work with a consultant or regional planning agency to update maps as needed per the timeframe established under the new permit in conjunction with BMP 3.A and 6.C.
Revised	Inspect and catalog stormwater structures				

6a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
6.E	Sweep all public parking lots	Department of Public Works	Clean all public parking lots annually	As with BMP 6.B, the DPW hired an outside contractor to also sweep all parking lots at public facilities. Areas swept included the police station, fire station, transfer station, town hall, library, and stump dump. Each parking lot is swept in the spring to remove sand deposited as part of winter sanding efforts.	Continue parking lot sweeping program. Begin review the need for a targeted sweeping plan for rural, uncurbed roadways for applicable areas under the new permit.
Revised					
6.F	Comply with SWPPP requirements	Department of Public Works	Perform periodic inspection and sampling as required	Transfer station employees inspected the facility in accordance with the Stormwater Pollution Prevention Plan (SWPPP) requirements currently in place. As required by revised EPA permitting guidelines, the SWPPP was updated during the 2015 summer months and a new Notice of Intent submitted for the facility.	Continue to comply with SWPPP requirements at the Transfer station including annual inspections and quarterly monitoring.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
6.G	Provide DPW employee Training	Department of Public Works	Provide annual training to employees responsible for stormwater	DPW staff receives informal annual training related to stormwater as part of the site management programs initiated at the municipal Highway Garage, Transfer station and Stump Dump. Topics include proper MS4 maintenance, identification and removal of illicit discharges, and proper management of municipal facilities and vehicles. Training also covers proper storage and handling of oil products and hazardous waste, and well as SWPPP requirements outlined in BMP 6.F.	Continue current training programs for DPW employees. Ensure all employees are given annual refresher training, and new employees are trained promptly. Include training on IDDE in conjunction with Minimum Measure 3 requirements once the new permit becomes effective in conjunction with BMP 1.B.
Revised					

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
	See below				
Revised					

7b. WLA Assessment

The NHDES final 2014 303(d) Integrated List of Waters outlines the following waters in the Town of Hollis that are classified as Category 5 “Waters Requiring a TMDL”:

- Rocky Pond, impaired for pH via atmospheric deposition;
- Silver Lake and Silver Lake State Park, impaired for cyanobacteria hepatotoxic microcystins, source unknown;
- Nashua River, impaired for dissolved oxygen and pH, source unknown;
- Witches Brook, impaired for dissolved oxygen and pH, source unknown;
- Pennichuck Brook, impaired for pH, source unknown; and
- Flints Brook, impaired for dissolved oxygen.

Note that of the above waterbodies, only Flints Brook and the Nashua River are located within the Town’s regulated area.

A Total Maximum Daily Load (TMDL) for phosphorus was finalized in January 2011 for Flints Pond. The pond is listed as impaired due to high chlorophyll and low dissolved oxygen concentrations, impacting both primary contact recreation and aquatic life uses. The TMDL concluded that reducing current phosphorus loads to the pond by 37% will raise dissolved oxygen concentrations to acceptable levels while reducing algal blooms contributing to high chlorophyll content. Measures taken under the current Phase II program, such as public education and more stringent development requirements, are helping to reduce phosphorus concentrations. Additional measures for addressing TMDLs and impaired waters will be enacted as appropriate once the new permit is effective.

An additional TMDL for bacteria was finalized in January 2011 in September 2013 for Flints Brook. The brook is listed as impaired due to high Escherichia coli (E.coli), impacting primary contact recreation uses. The TMDL concludes that reducing current E.coli loads by 89% will be required to meet TMDL requirements. Measures taken under the current Phase II program, such as public education, is helping to reduce bacteria concentrations. Additional measures for addressing TMDLs and impaired waters will be enacted as appropriate once the new permit is effective.

TMDL Reports were issued for Acid Lakes in NH and Mercury in the Northeast Region in September and October 2007, respectively. This regional TMDL has been adopted for many ponds throughout Hollis to address the impacts created by the atmospheric deposition of mercury, determined to originate largely from emission sources located outside of New Hampshire. There are no known sources of mercury located in Hollis, and the Town has implemented measures to further reduce the possibility of mercury contamination. Public outreach materials addressing laws banning the disposal of mercury-added products have been posted at the transfer station and in other public locations. In an effort to prevent improper disposal of mercury-containing products, the transfer station accepts these products, including fluorescent light bulbs, for recycling without charging a fee to residents.

Part IV. Summary of Information Collected and Analyzed

Hollis has completed a comprehensive drainage map and database of all 563 known catch basins in Town, and 15 outfalls located within the regulated area. All 15 outfalls have been evaluated during dry weather flow for potential illicit discharges. Any dry weather flows present were traced to natural sources, and no illicit discharges have been found to date. DPW staff periodically update the drainage map and database with any newly installed or located structures as needed, and the status of existing structures.

The Hollis Stormwater Management Committee has reviewed the water quality databases maintained by the New Hampshire Department of Environmental Services and the U.S. Environmental Protection Agency during previous years and determined that there are no designated prime wetlands present in Hollis. However, Silver Lake, Flints Pond, Rocky Pond, Rocky Pond Brook III, Witches Brook, Pennichuck Pond, Pennichuck Brook II, and the Nissitissit and Nashua Rivers all fall under the NHDES Shoreland Protection Act.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	Position currently vacant
Annual program budget/expenditures	(\$)	\$4,500
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		General fund

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	2,500 (32%)
Stormwater management committee established	(y/n)	Yes
Stream teams established or supported	(# or y/n)	No
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N/A
Shoreline cleaned since beginning of permit coverage	(mi)	N/A
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	6 days/year
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	Yes

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				X
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				X

Mapping and Illicit Discharges

Outfall mapping complete	(%)	100% within permit area
Estimated or actual number of outfalls	(#)	15 within permit area
System-Wide mapping complete	(%)	100% in permit area, 95% townwide
Mapping method(s)		
▪ Paper/Mylar	(%)	75%
▪ CADD	(%)	10%
▪ GIS	(%)	90%
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	N/A
% of population on sewer	(%)	0%
% of population on septic systems	(%)	100%

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	0

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections (for proper BMP installation & operation) completed	(# or %)	100%
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1 per year
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1 per year
Total number of structures cleaned	(#)	563
Storm drain cleaned	(LF or mi.)	80
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Composted
Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)	(\$)	
• Hourly or per basin contract rate	(\$/hr or \$ per basin)	
• Disposal cost	(\$)	
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	0
• Vacuum truck(s) owned/leased	(#)	0
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells	(%)	
• % Structures cleaned with vacator	(%)	
Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	Priority roads – 1 per year
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1 per year
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Recycled
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)		
• Hourly or lane mile contract rate		
• Disposal cost		\$0
Sweeping Equipment		
• Rotary brush street sweepers owned/leased		0
• Vacuum street sweepers purchased/leased		0
• Vacuum street sweepers specified in contracts	(\$)	
• % Roads swept with rotary brush sweepers	(#)	100%
• % Roads swept with vacuum sweepers	(y/n)	

Reduction in application on public land of: (“N/A” = never used; “100%” = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) practices implemented		
Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	No
Manual control spreaders used	(y/n)	No
Zero-velocity spreaders used	(y/n)	Yes
Estimated net reduction or increase in typical year salt/chemical application rate		0
Estimated net reduction or increase in typical year sand application rate		0
% of salt/chemical pile(s) covered in storage shed(s)		
Storage shed(s) in design or under construction	(lbs. or %)	
100% of salt/chemical pile(s) covered in storage shed(s) by 2010	(y/n)	Yes